



PLANNING BOARD

Town of Ayer

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Approved -10/23/2018

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TOWN OF AYER
TOWN CLERK

3:00pm lf

Minutes of September 11 2018 - Ayer Planning Board Meeting

Location: Great Hall Second Floor, Ayer Town Hall

Meeting was recorded by APAC

Members Present: Geof Tillotson, Vice-Chairman, Sue Kennedy, Clerk, Ken Diskin, Julie M. Murray

Also Present: Mark Archambault, Town Planner

Vice-Chairman Geof Tillotson called the meeting to order at 6:15 PM.

General Business

Announcement

Vice-Chairman Geof Tillotson made a brief statement acknowledging Mr. James Fay resignation from the Planning Board and thanking him for his years of service to the town on multiple Boards and Committees.

Vice-Chairman Tillotson also asked for a moment of silence out of respect for those people affected by 9/11.

Approve the Agenda

At 6:18 PM Mr. Ken Diskin made a motion to approve the agenda as presented. Ms. Julie Murray seconded.

Discussion

At 6:19 PM Mr. Ken Diskin made a motion to amend the agenda to move the discussion on road acceptance for Norwood Ave to after the Global site plan review. Ms. Sue Kennedy seconded. No discussion. Unanimous vote to approve. (4-0-0)

Approval of Meeting Minutes from August 28, 2018

At 6:19 PM Mr. Ken Diskin made a motion to approve the minutes from August 28, 2018 as written. Ms. Julie Murray seconded. No discussion. Vote to approve. (3-0-1, Mr. Geof Tillotson abstained)

Review, ANR 9 Shaker Road, 7 Lots

Present: Justin Smith, Homescout LLC

Mr. Justin Smith from Homescout, LLC stated that the proposed ANR Plan is to create seven lots from the existing one lot. All the new lots meet current zoning for frontage and lot size. Mr. Smith stated that

there are no utilities on the site at this time but there are plans to bring them in and there is a utility easement located on each proposed lot.

Mr. Ken Diskin reminded the applicant that Ayer is now a Complete Streets Community and asked that he consider this in his plans for the lots.

At 6:25 PM Ms. Sue Kennedy made a motion to endorse the ANR plan for 9 Shaker Road as presented. Ms. Julie Murray seconded. No discussion. Unanimous vote to approve. (4-0-0)

Review, Site Plan – 28 Harvard Road Global

Present: Thomas Gibbons, Attorney for owner, Jesse Johnson, Engineer Bohler Engineering, Timothy Letton, Traffic Engineer Greenman-Pedersen Inc. and David Avery, Dan Berry and Kevin Doyle all from Global

Mr. Tom Gibbons gave a brief recap from the last Planning Board meeting that took place on August 28th. Mr. Gibbons mentioned that one of the outstanding items from the last meeting was the traffic study and turned the meeting over to Mr. Tim Letton from GPI.

Mr. Tim Letton went over the Planning Boards traffic consultants, Nitsch Engineering's latest comments regarding the left turn lane dated September 9th. Mr. Letton stated that Nitsch Engineering had been consistent up till the last meeting with not requiring a turn lane and agreed with his report on the traffic for the project.

Mr. Letton went over the traffic study items that would trigger a left turn lane for this project which include; queue lane length and time.

Vice-Chairman Tillotson asked if and how trailer trucks were being considered in the study in regards to the queue lane length and time in queue.

Mr. Letton stated that the study showed that there would be no queue lane about 95% of the time and trailer trucks would be in the 5% of the queue time due to fast speed diesel pumps. Mr. Letton stated that the numbers that he used in his report are very conservative.

Vice-Chairman Tillotson asked what the peak vehicle count was and how many of these vehicles would be trailer trucks

Mr. Letton stated that the report stated 960 vehicles trip count during peak hours with about 20 being trailer trucks.

Ms. Sue Kennedy stated that the Board had received information over the last few days regarding this project and stated that she still has some concerns with the traffic to and from the site and the amount of trailer trucks that may use the property.

Mr. Mark Wetzel, Superintendent Ayer DPW, stated that he is concerned if a left turn lane is not put into place then people will just drive around and drive on the road shoulder.

Vice-Chairman Tillotson asked Mr. Wetzel, before he left the meeting, if he had any concerns with the proposed sidewalk.

Mr. Wetzel stated that the most dangerous part of Harvard Road is from Markham Circle to the rotary and would rather see a sidewalk from the rotary to Markham Circle.

Mr. Gibbons stated that his client has agreed to place a sidewalk from their property to Markham Circle even though the town's Bylaw does not require them to do so. Mr. Gibbons also stated that the Board agreed at their last meeting that a sidewalk to Markham Circle as proposed.

Vice-Chairman Tillotson stated that the Site Plan approval is a process where the Board has the chance to look at public safety for all those that will use this gas station and the convenience store.

There was a discussion with the Board and those present in regards to the sidewalk, issues of safety and the idea of possibly extending the sidewalk to the rotary. There was also discussion of adding a turn lane a few years after construction.

Resident Chris Hillman stated that he understands the applicant not wanting to extend the sidewalk after opening but does question not wanting to do so while constructing the sidewalk to Markham Circle. Having a sidewalk will add a safe option to the people that will visit the convenience store from the areas around it.

Discussion continued regarding the sidewalk and what is required by the towns Bylaw and Site Plan Review.

Mr. Gibbons asked for a five minutes recess to discuss some items with his clients.

Vice-Chairman Tillotson granted a recess in order for the Global team to discuss.

Road Acceptance, Elizabeth Estates, Norwood Ave North Shirley Realty Trust

There was no one present for the applicant

Mr. Mark Archambault stated that a memo was sent to the Board last week from DPW Superintendent Mark Wetzel, with the time line on the road acceptance to keep the process moving for Fall Town Meeting. Mr. Archambault stated that the memo also included a list of items that still need to be completed.

Ms. Sue Kennedy stated that she walked by the section of Norwood Ave. in question and has many questions and concerns regarding the road acceptance. She stated that she would like to have these answered before she would vote to move the item to town meeting.

Mr. Archambault stated that the Planning Board needs to make a recommendation to the Board of Selectman tonight and stated that he has a draft motion that was written by Mr. Mark Wetzel for the Board to vote on.

Mr. Ken Diskin stated that he did not want to see something get push forward with such a long list of uncompleted items.

At 7:45 PM Mr. Ken Diskin made a motion to accept the recommendation of the Ayer Department of Public Works on the acceptance of the section of Norwood Ave, within the Elizabeth Estates

subdivision, and recommends that the Board of Selectmen take a positive action thereon subject to completion of the improvements listed in the August 13, 2018 memo listing the punch list of items to be completed from the DPW Superintendent Mark Wetzel to the North Shirley Realty Trust. Ms. Sue Kennedy seconded. No discussion. Unanimous vote to not to approve. (0-3-1, Vice Chairman Tillotson abstained)

Review, Site Plan – 28 Harvard Road Global - Continued from earlier in the evening

Present: Thomas Gibbons, Attorney for owner, Jesse Johnson, Engineer Bohler Engineering, Timothy Letton, Traffic Engineer Greenman-Pedersen Inc. and David Avery, Dan Berry and Kevin Doyle all from Global Partners, and Jeff Bandini, Nitsch Engineering

Mr. Tom Gibbons suggested a condition that the need for a left turn lane be reviewed one year after opening of the gas station with both Tim Letton from GPI and the Board's consultant from Nitsch Engineering to perform the review.

Vice-Chairman Tillotson asked if the sidewalk will go to the rotary.

Mr. Gibbons stated that there are too many unknowns with grading and drainage that will be needed for the sidewalk to extend it to the rotary.

Mr. Gibbons requested a two week extension on behalf of his client.

Vice-Chairman Tillotson stated that the Board will grant a two week extension for the Site Plan review to allow for time to figure out the wording for the left turn lane condition.

There was a brief discussion regarding the condition and terms of the left turn lane.

Mr. Mark Archambault stated that in his September 1st Town Planner Report he had drafted special conditions for the Site Plan approval and wished to go over them now to include in the motion this evening.

The Board went over the special conditions as listed in the September 1st Town Planner report.

At 8:11 Mr. Ken Diskin made a motion to approve the Site Plan for 28 Harvard Road as presented and shown in the most recent set of plans dated August 21, 2018 with standard conditions and special conditions as presented by Town Planner, Mark Archambault in his memo dated September 1, 2018 with the condition for a left turn lane to be reviewed one year after opening, complete wording of said condition will be worked out by both traffic engineering firms and voted on by the Board at the next Planning Board meeting as the applicant has requested a two week extension. Ms. Sue Kennedy seconded. No discussion. Unanimous vote to approve. (4-0-0)

Town Planner Update

Mr. Mark Archambault handed out to the Board the public hearing notice that will be in Friday's paper for the Zoning Bylaw changes for Fall Town Meeting. Mr. Archambault stated the public hearing will be held on October 9th and the Board will be given the changes to review at the next meeting on September 25th.

New Site Plan Application

Administrative Coordinator, Heather Hampson, stated that she drafted a new application for Site Plan Review that lists all the requirements in a check list format. These items are included in the Planning Board's Site Plan Regulations.

At 8:33 PM Ms. Sue Kennedy made a motion to approve the new application. Mr. Ken Diskin seconded. No discussion. Unanimous vote to approve. (4-0-0)

New Business

New Board Member

Vice-Chairman Tillotson stated that he spoke with Town Manager, Robert Pontbriand, and the vacancy on the Planning Board has been posted to the Town's website and was being announced at the Selectman's meeting this evening.

Meeting Adjournment

At 8:43 PM Ms. Julie Murray made a motion to adjourn. Mr. Ken Diskin seconded. No discussion. The Board voted unanimously to adjourn. (4-0-0)

Minutes recorded and submitted by Heather Hampson, Administrative Coordinator

Planning Board Approval 10-23-18
Date

Planning Board Clerk (Sue Kennedy)

Sue Kennedy